

PURPOSE

There is potential for conflict of interest or preferential treatment when closely related persons work in the same work unit and/or are in the same chain of command.

The Michigan Department of Health and Human Services (MDHHS) policy to clarify employment of family members and acceptable employment relationships to avoid conflict or preferential treatment or the appearance of such.

DEFINITIONS**Immediate Family Members**

Immediate family members include: spouse, children, step-children, parents or foster parents, parents-in-law, grandchildren, grandparents, brothers, sisters, brothers or sisters-in-law, aunts, uncles, nieces, nephews, and any person(s) whose financial and physical care is the principal responsibility of an existing MDHHS employee.

Work Unit

Work Unit - All employees reporting to a single supervisor.

POLICY

MDHHS does not prohibit employment of immediate family members. However, employment of multiple family members may appear to limit access to employment opportunities or to demonstrate inappropriate family influence in the employment process. Therefore, this policy describes acceptable employment relationships and/or improper roles of members of an immediate family in the hiring process.

It is not appropriate for a family member to oversee or have supervisory authority over another immediate family member. Therefore, MDHHS will not employ, or assign in any manner, an immediate family member to lead work, directly supervise, or be a second-line supervisor of another member of the same immediate family.

When MDHHS hires an immediate family member of a person already employed by the department, it is critical that the new hire secure the position without the influence, or the appearance of influence, of the family member already employed. Under no

circumstance should an employee serve on an interview panel that interviews an immediate family member, nor should an employee, in the course of their duties, approve the employment of a member of his/her immediate family. It is also inappropriate for an employee to attempt to influence or in any way participate in the selection process involving an immediate family member, nor shall an employee who is an immediate family member participate in any employment status decisions.

REMEDIAL ACTION

Appropriate steps may include either:

1. The removal of any reporting or similar relationship, or responsibilities, between the immediate family members.
2. The reassignment of one of the involved parties.
3. Other actions designed to minimize the potential risk or conflict of interest. Each situation will be evaluated by human resources on a case by case basis.

Note: Report any inappropriate reporting relationships as identified under this policy to human resources.

CONTACT

For more information contact human resources at MDHHS-Human-Resources@michigan.gov.